

Chadwick Bay Champion Community
Strategic Plan Amendment &
Program/Project Endorsement Procedures
Adopted: February 22, 2001

Introduction

In September, 2000, the Chadwick Bay region of northern Chautauqua County was re-designated by USDA Rural Development as a Champion Community. The designation recognizes the collaborative, community-based regional planning undertaken both previously and, at present, by the City of Dunkirk, the Towns of Dunkirk, Hanover, Pomfret, Portland, Sheridan, and the Villages of Brocton, Fredonia and Silver Creek.

The primary benefits of the Champion Community designation include: (1) the allocation of discretionary points to applications to USDA for funding to support programs/projects within the region, (2) the occasional dedication of "set-aside" funds by USDA for specific program/project purposes within the region, and (3) the provision by USDA Rural Development of technical support and advocacy for programs/projects and the funding thereof as outlined in the region's strategic plan.

The Champion Community Strategic Plan was adopted in January, 2001, and outlines numerous programs/projects targeted for action under the broad-based headings of Economic Development & Opportunity, Regionalism, Tourism, Human Services, Child Care, and Safe & Affordable Housing. The strategic plan is considered by the Chadwick Bay Leadership Network and USDA Rural Development to be a dynamic document, appropriate for amendment as may be necessary to focus resources on particular socio-economic challenges and opportunities as they may arise.

The purpose of this document is to outline the procedures by which the strategic plan may, from time to time, be amended, and by which the Chadwick Bay Leadership Network may endorse specific programs/projects proposed within the context of the originally adopted or subsequently amended plan.

Procedures

The amendment/endorsement procedures of the Chadwick Bay Leadership Network recognize that proposals to modify the Champion Community Strategic Plan, or requests for endorsements of specific programs/projects, are likely to be advanced by the Chadwick Bay Leaders themselves, members of the Leadership Network's support staff and collaborating organizations, and the general public.

In order to assure fair and adequate consideration of all proposed modifications to the plan, or requests for endorsements of specific programs/projects, the following outline of tasks shall apply equally to any party or parties making such a proposal:

1. All proposals for plan modification or for program/project endorsements shall be in writing and shall include at a minimum:
 - a) contact person, name of organization, address, telephone, fax and email;
 - b) a 1-2 page narrative of the proposed project including the problem or opportunity to be addressed by the amendment or endorsement; and
 - c) a tentative sources and uses of funds budget, and project timeline.

2. Each proposal will be reviewed by Leadership Network support staff and prepared for presentation to the Chadwick Bay Leaders at the next regularly scheduled meeting thereof, provided however that such proposal has been received by staff not less than 10 days prior to such meeting.
3. Proposals requesting the endorsement of specific programs/projects which can reasonably be determined as being substantially consistent with the strategic plan will be considered and disposed of by the Chadwick Bay Leaders by consensus.
4. Proposals requesting the amendment of the strategic plan will be evaluated by the Chadwick Bay Leaders for consideration of presentation at a public meeting, (e.g. Town/Village board meeting, public workshop) with such determination being made by consensus.
5. Upon the approval of program/project endorsement proposals, Leadership Network support staff shall:
 - a) advise the proposing party of the Chadwick Bay Leaders' decision;
 - b) assist in the benchmarking/recording of the program/project as required by USDA Rural Development;
 - c) prepare and/or assist in the preparation of letters in support of the endorsed program/project;
 - d) assist in the identification of alternative funding sources for the program/project; and
 - e) establish a coordination schedule and procedure to achieve program/project benchmarking follow-through.

For program/project endorsement proposals not approved, support staff shall so advise the proposing party in writing of the reason(s) for the declination.
6. Upon the approval for presentation to the public of an amendment to the strategic plan, Leadership Network support staff shall:
 - a) advise the proposing party of the Chadwick Bay Leaders' decision;
 - b) schedule and arrange or assist in the scheduling and arrangement of the public meeting;
 - c) prepare an abbreviated transcript of the public meeting and a recommendation on the proposed amendment to the Leaders for consideration and disposition; and
 - d) upon approval of the Leaders, subsequent to the public meeting, revise the strategic plan and file the revised plan with USDA Rural Development.

For strategic plan amendments either disapproved for presentation at a public meeting or thereafter, support staff shall advise the proposing party in writing of the reason(s) therefor.
7. Proposals for program/project endorsements may be revised and resubmitted by the proposing party not more than twice in any given calendar quarter.
8. Proposals for strategic plan amendments may be revised and resubmitted by the proposing party not more than twice in any given calendar year.